

**Republic of the Philippines**  
**PHILIPPINE RETIREMENT AUTHORITY**  
Bids and Awards Committee  
29/f Citibank Tower, Paseo De Roxas, Makati City  
Tel: 8481412-17 ; Fax: 8487106

**INVITATION TO APPLY FOR ELIGIBILITY AND TO BID**

**Re: Service Provider for SWS Project**

- I. The Philippine Retirement Authority through its Bids and Awards Committee (BAC), is inviting bidders to apply for eligibility and to bid for the following:

**Service Provider** for the “Service With a Smile” ( SWS) Project of PRA.

**Approved Budget for the Contract (ABC)** : **P 800,000.00**

**Source of Fund** : CY 2011 Approved  
Corporate Operating Budget (COB)  
For Admin and Finance Department.

**Contract Duration** : One (1) year from receipt of  
Notice to Proceed

- II. All bids for the abovementioned item/project/s must be accompanied by a bid security in the form of cash (2% of ABC) or an equivalent amount in freely convertible currency. Late bids shall not be accepted.
- III. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations (IRR for the Republic Act 9184 (RA9184) otherwise known as the “Government Procurement Reform Act”. Only Bids from Bidders who pass the eligibility check will be opened. The process for the eligibility check is described in Section II of the Bidding Documents, ITB. The Bidder with the Highest Calculated Bid (HCB) shall advance to the post-qualification stage in order to finally determine responsiveness of the bid to technical and financial requirements of the project. The contract shall then be awarded to the Highest Calculated and Responsive Bidder (HCRB) who was determined as such during the post-qualification procedure.
- IV. Interested Bidders may obtain further information from the Philippine Retirement Authority and inspect the Bidding Documents at the address given below from 8:00 am to 5:00 pm from March 21, 2011 to March 29, 2011.
- V. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a non-refundable fee in the amount of Five Hundred Pesos (P500.00). The method of payment will be on cash basis. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

- VI. The Philippine Retirement Authority (PRA) will hold a Pre-Bid Conference open to all interested parties on 2:00 pm March 25, 2011 at the PRA Briefing Room, 29<sup>th</sup> Floor, Citibank Tower, Paseo de Roxas, Makati City.
- VII. Bids and eligibility requirements must be delivered to the address below on or before 1:00 PM April 12, 2011. All Bids must be accompanied by a Bid security in the form of Cash, equivalent to two (2) percent of the Approved Budget for the Contract (ABC). Late Bids will not be accepted.
- VIII. Bid Opening shall be on April 12, 2011, at 2:00 PM at the PRA Briefing Room, 29<sup>th</sup> Floor, Citibank Tower, Paseo de Roxas, Makati City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below.
- IX. Request for clarifications must be submitted at least (10) calendar days before the scheduled opening of bids. For further inquiry, please call telephone numbers 8481421.
- X. The Philippine Retirement Authority reserves the right to accept or reject any BID, and to annul the bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

**ADDRESS:**

**PHILIPPINE RETIREMENT AUTHORITY**  
**Attention:**  
**Mr. Orlando H. Habitan**  
**Chairman-The Bids and Award Committee**  
**29<sup>th</sup> Floor Citibank Tower, Paseo De Roxas**  
**Makati City**

**ORLANDO H. HABITAN**  
Chairman  
Bids and Awards Committee